

## EDITED KSA LISTING

### **CLASS: SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS**

---

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1</b>	Comprehensive knowledge of the principles, methods, and procedures of school organization and administration and ability to apply them to the educational program of a correctional institution.
<b>K2</b>	General knowledge of modern teaching theory and practice to provide direction and training to staff.
<b>K3</b>	Extensive knowledge of the problems (attitudes and behaviors) involved in teaching students in correctional institution school programs to provide a safe and effective learning environment.
<b>K4</b>	General knowledge of academic and vocational subjects and their place and value in a rehabilitative education program to ensure the efficient operation of the education program.
<b>K5</b>	Basic knowledge of federal education grants and procedures to obtain and expend supplemental funding to support education programs.
<b>K6</b>	General knowledge of the principles and techniques of educational and vocational counseling to provide assistance in the selection of appropriate education programs for students.
<b>K7</b>	Comprehensive knowledge of modern principles and practices of correctional administration to be an effective member of the institution's management team.
<b>K8</b>	General knowledge of the principles of effective supervision and personnel management practices in order to manage all aspects of the educational programs.
<b>K9</b>	<b>Basic knowledge of the legal requirements and procedures for law library(s) within an adult correctional institution to comply with court mandates.</b>
<b>K10</b>	Comprehensive knowledge of the methods of budget preparation to effectively request and manage operational resources, forecast expenditures/needs, and remain within budgetary authority.
<b>K11</b>	Basic knowledge of the Department's Equal Employment Opportunity objectives and processes available for managers to effectively meet those objectives.

## **EDITED KSA LISTING**

### **CLASS: SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS**

---

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
---	---------------------------

	Skill to:
<b>S1</b>	Plan, organize, and manage staff in the academic, vocational and <b>library</b> programs in a State correctional institution to ensure that quality services are provided.
<b>S2</b>	Implement and maintain courses of study designed to meet the educational needs of students.
<b>S3</b>	Effectively apply interpersonal and communication techniques (e.g. written, oral, listening, etc.) to secure and maintain the respect and cooperation of others (e.g. federal, state and local agencies, staff, students/wards/inmates, etc.).
<b>S4</b>	Analyze situations and data correctly to develop and adopt an effective course of action in the management of educational programs.
<b>S5</b>	Effectively contribute to the Department's Equal Employment Opportunity objectives to create and maintain a fair and equitable work environment.
<b>S6</b>	Supervise the administration and interpretation of all appropriate and required testing instruments (e.g. educational, psychological, needs and risk, aptitude, etc.).
<b>S7</b>	Maintain fair and firm discipline necessary for the operation of an effective education program.